

Corporate Performance Report 2018-19

Corporate Plan Objective	Subheading	Key priority	Quarter	Responsibility	Key statistics/data	Commentary	RAG Budget	RAG Performance	Next steps & potential risks
Objective 1: We will develop strategies and support or lead strategic overarching partnerships and projects which deliver our first objective to conserve wildlife, the natural beauty of the landscape and cultural heritage - a thriving living landscape	Future of farming and agri-environment work	1. Continue to have input into national policy for future agri-environment schemes and if successful, deliver government pilot for lowland farmland	Q1 (Apr-June '18)	Nigel James		Staff continue to liaise / work with officers across the English National Parks to influence the development of the new Environmental Land Management Scheme (ELMS) and ensure a consistent approach	N/A		Defra anticipate beginning conversations with interested stakeholders from October 2018 with regard to the implementation of tests and trials for the new ELMS.
			Q2 (July-Sept '18)	Nigel James		Staff continue to liaise / work with officers across the English National Parks to influence the development of the new Environmental Land Management Scheme (ELMS) and ensure a consistent approach.	N/A		
			Q3 (Oct-Dec '18)	Nigel James	South Downs proposal to be taken along with 48 others	Staff continue to liaise / work with officers across the English National Parks to influence the development of the new Environmental Land Management Scheme (ELMS) and ensure a consistent approach. DEFRA have now confirmed that the SDNPA's tests & trials proposals, 'Farming the Future: South Downs National Park Pilot Scheme' will be taken forward along with 48 other proposals across England.	N/A		Work with DEFRA to develop and refine the tests and trials approach in the SDNP.
			Q4/year end (Jan-Mar '19)	Nigel James					
		2. Provide support that promotes a consistent approach across all farm clusters	Q1 (Apr-June '18)	Nigel James	Arun to Adur Group an Open Farm Day attended by over 600 people Southern Facilitators Group comprises 15 Farm Cluster Groups across Southern England	The farm cluster groups continue to look at ways to engage with the public, with the Winchester Downs Group running a successful Bioblitz and the Arun to Adur Group an Open Farm Day. Second meeting of the Southern Facilitators Group held. Following the establishment of social media channels for the South Downs Farm Cluster Network, group facilitators and farmer members have been invited to add content.	N/A		Moving forward, the group will meet twice a year to share best practice, ideas and issues.
			Q2 (July-Sept '18)	Nigel James	The South Downs Farm Cluster Network twitter account has 160 followers	All six farm cluster groups are now represented on Social Media (twitter, facebook and instagram) as the South Downs Farm Cluster Network. The Operational Management Plan approach designed by the Winchester Downs Cluster has now been adopted by the other groups, providing a consistent way to present their aims, objectives and deliverables. A Farm sign template has been designed, using the shared identity, and is now available for all groups to use to promote and signpost the work they are doing.	N/A		Promote the farm sign template to all groups
			Q3 (Oct-Dec '18)	Nigel James	South Downs Farm Cluster Network twitter account has 208 followers	The six South Downs farm clusters continue to engage at a national level with attendance at two meetings (Natural England/Defra and GWCT) sharing knowledge/experiences and identifying opportunities for tests & trials of ELMS. The third meeting of the Southern Facilitators' Group, attended by Countryside Stewardship Facilitation Fund lead Brian McDonald, provided an opportunity to discuss issues and opportunities. A trial of a farmer take-over of the SDNPA twitter and Instagram accounts took place in December. Planned with the SDNPA Comms Team and supported by the National Farmers Union and Country Landowners Association, it provided a useful way to engage with the public and promote the work of farm clusters across the South Downs.	N/A		Continue discussions with South Downs farm clusters around the opportunities through tests & trials. Review social media farmer take-over and identify future opportunities with the South Downs Farm Cluster Network.
			Q4/year end (Jan-Mar '19)	Nigel James					
		1. Develop landscape scale projects which focus on restoration and management of chalk landscapes	Q1 (Apr-June '18)	Chris Fairbrother		Project in progress is the Truleigh Hill Landscape project which is on track. Re Changing Chalk projects, Dewponds and Grazier posts, which were approved at P&R in March 2018 are not in delivery and are awaiting confirmation of funding for the wider National Trust led HLF project they are part of	N/A		Project evaluation due in December
			Q2 (July-Sept '18)	Chris Fairbrother					
			Q3 (Oct-Dec '18)	Chris Fairbrother		See separate project update report			
			Q4/year end (Jan-Mar '19)	Chris Fairbrother					

Lead or support projects and partnerships that deliver Objective 1 outcomes	2. Deliver Year 2 of the Woodland Trust and SDNPA woodland partnership program targeting woodland owners with support to enable sustainable management	Q1 (Apr-June '18)	Andy Player	25 visits to woodland owners in the SDNP - providing advice and follow up report	Detailed geoprocessing of mapping data regarding nature of woodlands, woodland ownership in the SDNP producing full data report with maps Completed targeting exercise to identify areas of highest priority for more targeted intervention re provision of advice Building data on supply chains in the SDNP	N/A		This will next be reported at year end
		Q2 (July-Sept '18)	Andy Player					Will next be reported at year end
		Q3 (Oct-Dec '18)	Andy Player					
		Q4/year end (Jan-Mar '19)	Andy Player					
	3. Facilitate the development of the South Downs Forestry Champions Group action plan	Q1 (Apr-June '18)	Andy Player		Forestry Champions subgroups established to identify and drive forward actions under the headings of People, Place and Prosperity. Clear action plans have come from each subgroup	N/A		Each subgroup to report back to the Forestry Champions Steering group in December. This will next be reported at year end
		Q2 (July-Sept '18)	Andy Player					
		Q3 (Oct-Dec '18)	Andy Player					
		Q4/year end (Jan-Mar '19)	Andy Player					
	4. With partners, deliver Phase 1 for Archaeology on the Edge	Q1 (Apr-June '18)	Liz Gent		The project was approved for funding in May 2018	N/A		Invitation to quote issued during August with interviews for consultants by the 2nd or 3rd week of September. They will be carried out jointly with East Sussex County Council. It is anticipated that the consultant(s) will be in place to deliver phase 1 in October 2018.
		Q2 (July-Sept '18)	Liz Gent		The tender for this project has now been awarded and is due to start imminently.	N/A		
		Q3 (Oct-Dec '18)	Liz Gent					
		Q4/year end (Jan-Mar '19)	Liz Gent		See separate project update report			
	5. Develop arts and cultural projects which focus on the special qualities and promote social inclusion (Defra 8pp)	Q1 (Apr-June '18)	Liz Gent	Total project cost for <b>Audio Trails</b> £18,600. SDNPA contribution £12,600 Total project cost for <b>Inn Crowd</b> £33,000. SDNPA contribution £16,000	Two projects approved during Q1: 1) <b>Audio Trails</b> project aims to enable visitors to experience the landscape that inspired the artists and writers who lived and worked at and close to iconic locations within the SDNP. It will deliver an app which guides users to locations which inspired the artists/writers. The app will take visitors from the venue on a circular or linear walking route relevant to the artists/writers. There will be a series of location points (8-10) on the walk where a linked narrative will be played using audio and/or visual as appropriate to the venue. The app will add value to the visitor offer at these venues by introducing users to a rich, outdoor and immersive landscape-led experience. The first three venues are Charleston, Ditchling Museum and the Monks House in Rodmell 2) <b>The Inn Crowd</b> is a partnership between the South Downs National Park and Applause Rural Touring (ART) to support a Writer/performer in Residence who will work with communities at locations across the SDNP gathering material focused on the South Downs and people's relationship with it. Pubs are still a hub for many communities and this project will select and work with pubs located across the SDNP.	N/A		<b>Audio Trails</b> anticipated start date September 2018 <b>Inn Crowd</b> project start up meeting scheduled for September. Work with the Writer in Residence Marcus O'Dair, communities and a range of pubs across the SDNP to establish which ones will be used as part of the project
		Q2 (July-Sept '18)	Liz Gent		These projects have been awarded to contractors to deliver and will be reported under projects going forward. It is anticipated that the Inn Crowd project will support part of the Horsham DC Year of Culture with a venue located in Horsham DC.	N/A		
		Q3 (Oct-Dec '18)	Liz Gent					
		Q4/year end (Jan-Mar '19)	Liz Gent		See separate project update report			
Submit and adopt a sound local plan that supports the delivery of Partnership Management Plan outcomes	1. Successful defence of the approach at examination during 2018	Q1 (Apr-June '18)	Lucy Howard		Local Plan submitted to the Secretary of State for examination 26th April 2018.	N/A		Examination scheduled for November and December 2018
		Q2 (July-Sept '18)	Lucy Howard		Local Plan consultation examination ongoing.	N/A		Hearing is due November and December.
		Q3 (Oct-Dec '18)	Lucy Howard		Hearing is due November and December.	N/A		Inspectors report due in the New Year.
		Q4/year end (Jan-Mar '19)	Lucy Howard		Will find out whether the Local Plan submission has been accepted.			Local Plan likely to be adopted in Spring 2019
		Q1 (Apr-June '18)	Claire Kerr		An internal meeting has been held to start delivery of this area of work. The incoming CPM Manager will be leading on this area of work	N/A		

Develop a Natural Capital approach for the SDNP	1. Agree an integrated work programme for ecosystem services, natural capital and green infrastructure delivery	Q2 (July-Sept '18)	Claire Kerr		We have developed a project plan for finishing the Green Infrastructure Framework (GIF) by the end of 2018/19 and are developing a wider programme plan for taking the work forward to delivery over the new PMP period. The proposal is to widen the scope of delivering the GIF beyond the planning service.	N/A		There is £2k left from this year (2018/19) from a budget of £11k which we are hoping to spend on the GIF publishing & formatting to put on the website. A request for £15k to fund the communications strategy for the GIF going forward.  A paper which sets out the approach is going to P&R committee in November 2018. Staff resources and funding could be risks due to the scale of the GIF area and the range of work planned.
		Q3 (Oct-Dec '18)	Claire Kerr		Paper presented to P&R on 22 November 2018. Testing the idea of establishing an internal Natural Capital network (to be cross-departmental)	N/A		GI Programme of work to be confirmed January 2019
		Q4/year end (Jan-Mar '19)	Claire Kerr					
1. Complete ChaMP project to improve the quality of groundwater in the Brighton Chalk, to ensure it remains a sustainable resource for public water supply (Defra 8pp)		Q1 (Apr-June '18)	Jeremy Burgess	The original SDNPA contribution was £100,000 with an additional £25,000 as approved in 2017/18; the current total is £125,000. SDNPA has received an additional £60,000 from the project for hosting the project manager, thus <b>total SDNPA spend is £185,000</b> . The total project budget to March 2019 is £438,966, although this will increase with the approved project extension to 2020	Project interventions are being promoted and implemented with land managers. Project funding extension to 2020 has been agreed by the key partners (Southern Water, EA, SDNPA) to align with the water company business plan cycle. The interventions are targeted on a field by field basis where they will have most impact on water quality, they include regular soil testing, precision farming and wider use of cover crops to prevent bare soils in winter			In the urban area feasibility studies are underway to look at <b>5 rain garden sites</b> to intervene major road run off  Offer letters have gone out for wider rural interventions to commence in autumn this year. Work continues to develop SUDS schemes in Urban environment
		Q2 (July-Sept '18)	Jeremy Burgess		See separate project update report			
		Q3 (Oct-Dec '18)	Jeremy Burgess					
		Q4/year end (Jan-Mar '19)	Jeremy Burgess					
2. Deliver Year 3 of Heathlands Reunited to deliver bigger, better, joined up heathland in the South Downs National Park (Defra 8pp)		Q1 (Apr-June '18)	Colin Carre	Only <b>14% of planned works</b> completed  Activity and engagement element behind schedule at <b>31%</b>	This period marks the end of the second year of the project. The capital (conservation) works element of the project remains behind schedule with only 14% of the planned works completed. The activity and engagement element of the project has been progressing well though it is also behind schedule at 31%. Though it is normal for most projects to deliver more in the later stages, a shortfall in delivery resources has also contributed to the lack of progress in some areas	N/A		Catch up plans for capital works are now in development with the aim for work to be back on schedule by the end of the next work season  The shortfall in delivery resources is currently being addressed and a catch-up plan is being developed which will seek to engage more resources while increasing the efficiency of delivery
		Q2 (July-Sept '18)	Colin Carre		See separate project update report			
		Q3 (Oct-Dec '18)	Colin Carre					
		Q4/year end (Jan-Mar '19)	Colin Carre					
3. Local environmental improvements via on the ground projects		Q1 (Apr-June '18)	Tanya Hibberd		See website for a detailed list of on the ground activities this quarter <a href="https://www.southdowns.gov.uk/national-park-authority/our-work/on-the-ground">https://www.southdowns.gov.uk/national-park-authority/our-work/on-the-ground</a>	N/A		This will continue during the year
		Q2 (July-Sept '18)	Tanya Hibberd		See website for a detailed list of on the ground activities this quarter <a href="https://www.southdowns.gov.uk/national-park-authority/our-work/on-the-ground">https://www.southdowns.gov.uk/national-park-authority/our-work/on-the-ground</a>	N/A		The Senior Media Officer and Performance and Research Lead to meet with Lead Rangers to discuss the way forward for on the ground project reporting. Currently this is collated monthly and reported through 'Highlights' however, the collection of this can be ad hoc so not all projects are reported. The plan is for the 'Highlights' spreadsheet to be adapted to collect more useful information in a more robust way and for this to be reported quarterly.
		Q3 (Oct-Dec '18)	Tanya Hibberd		See website for a detailed list of on the ground activities this quarter <a href="https://www.southdowns.gov.uk/national-park-authority/our-work/on-the-ground">https://www.southdowns.gov.uk/national-park-authority/our-work/on-the-ground</a>	N/A		The Performance and Research Lead to meet with Lead Rangers in Feb 2019 to discuss the way forward for on the ground project reporting. Currently this is collated monthly and reported through 'Highlights' however, the collection of this can be ad hoc so not all projects are reported. The plan is for the 'Highlights' spreadsheet to be adapted to collect more useful information in a more robust way and for this to be reported quarterly.
		Q4/year end (Jan-Mar '19)	Tanya Hibberd					Examples of On the Ground Projects will also be reported in the Annual Review.

Core work	4. Deliver priority actions from the Climate Change Adaptation Plan	Q1 (Apr-June '18)	Chris Fairbrother		Defra consultation on the next round of Adaptation Reporting (ARP3) launched. SDNPA led on co-ordinating and preparing the response on behalf of National Parks England and the other NPAs  For the next round of reporting the NPAs are to combine their Climate Change risk assessment and action plan with their PMP reviews	N/A		SDNPA is the first Authority to go through this process so will be working with Defra to develop the approach based on its previous experience around planning and reporting on adaptation responses across different sectors.  In the action plan the timescale is currently quoted as Management Plan cycle. The ARP plans for a medium term horizon of 2050 and a long term horizon to 2080 based on current UK climate change projections. Given that from the next round of reporting (ARP3 – due in 2020) will need to be more integrated with our Management Plan –this will need to link the priority programmes/specific projects with this. This will generally only relate to NPA Business continuity, operational impacts, NPA property and estate, staff welfare and practices.
		Q2 (July-Sept '18)	Chris Fairbrother		Will next be reported at year end			
		Q3 (Oct-Dec '18)	Chris Fairbrother					
		Q4/year end (Jan-Mar '19)	Chris Fairbrother					
	5. Activities to influence national networks by demonstrating approaches for payments for ecosystem services	Q1 (Apr-June '18)	Chris Fairbrother		Work has been underway to refine and develop a set of Natural Capital Accounts for the National Park – based on current best practice. Including pilot work on how to monitor improvements in environmental condition.  SDNPA has contributed to the development of innovative work on Natural Capital valuation alongside key partners such as the Sussex Local Nature Partnership and the Water Companies. SDNPA have been developing and refining the process of assessing Ecosystem Services benefits and opportunities as part of developing exemplary Whole Estate Plans	N/A		This work will be continued and developed during the rest of the year
		Q2 (July-Sept '18)	Chris Fairbrother	The first of two national level 'knowledge exchange' events has been run to disseminate learning from the Interreg funded Channel Payments for Ecosystem Services (CPES) project	We have also attended a development workshop and seminar to help influence the design and outputs for the NEVO natural capital mapping tool being developed for national government by Exeter University.	N/A		
		Q3 (Oct-Dec '18)	Chris Fairbrother		The South Downs NPA have been invited to submit a proposal to be considered as test users of the NEVO tool. This was on the basis of us having a good track record in this area, and being a good test bed to demonstrate the capabilities and versatility of the tool. Our proposal was submitted in November.  Claire and Chris recently attended a session to review the work the Sussex Biodiversity Records Centre have been doing to map Natural Capital Assets across Sussex (including the National Park as a subset of that wider area). They have also been helping them to develop a sensible approach to assessing risk to those assets –based on work the NPA has previously done on Climate Change Risk Assessment and 'Drivers for change'. The end result will be a Natural Capital investment strategy.	N/A		
		Q4/year end (Jan-Mar '19)	Chris Fairbrother					
	6. In partnership with Historic England undertake condition monitoring of scheduled monuments and undertake prioritisation and associated conservation work of scheduled monuments (vulnerable/at risk)	Q1 (Apr-June '18)	Andy Beattie		Condition monitoring completed	N/A		Awaiting Historic England prioritisation, from which an action plan will be developed. This will next be reported at year end
		Q2 (July-Sept '18)	Andy Beattie		Will next be reported at year end			
		Q3 (Oct-Dec '18)	Andy Beattie					
		Q4/year end (Jan-Mar '19)	Andy Beattie					
Objective 2: We will develop strategies, support or lead strategic overarching partnerships and projects which deliver our second objective to promote understanding and enjoyment through	1. Develop Centurion Way from West Dean to the South Downs Way as a 'shovel ready project'	Q1 (Apr-June '18)	Nigel James	Four route modification requests resolved	Four complex route modification requests from landowners and tenants, which have delayed the submission of the planning application, have now been successfully resolved	N/A		It is intended for the planning application to be submitted in the autumn
		Q2 (July-Sept '18)	Nigel James		Drawings and associated documents are now in the process of being finalised, with the intention of submitting the planning application in November.	N/A		There is some risk to the project if the planning application is not approved. However, the extensive process of negotiation and development of the proposal, including a successful consultation event are effective mitigations against this risk.

volunteering & learning, high quality access management and providing information and events - people connected to places

Lead or support projects and partnerships that deliver Objective 2 outcomes

<p><b>2. Agree approach to Health and Wellbeing work, establish relevant partnerships and identify sources of funding and develop projects to promote health and wellbeing</b></p>	Q3 (Oct-Dec '18)	Nigel James		Planning application submitted in December.	N/A		Work to address any issues that may arise from comments received during consideration of the application. Begin to consider opportunities for project funding.	
	Q4/year end (Jan-Mar '19)	Nigel James						
	Q1 (Apr-June '18)	Anne Rehill		Strategic review being developed as part of the PMP review process. Overarching approach is beginning to be defined. More detailed work will emerge as the strategy is developed.  There are some arts and health related projects in development phase, which may come forward for funding during the year	N/A		Develop partnerships and networks as required and identify projects to deliver added value	
	Q2 (July-Sept '18)	Anne Rehill		Work is ongoing to define what specific activity is required for this area of work. The PMP workshop identified one area of suggested priority of supporting communities and individuals to improve health and well being and this will be the focus of the specific activities	N/A		Identify and contact key stakeholders who we will need to work with to deliver added value. Explore the appropriateness of developing a South Downs Health partnership, to bring relevant partners and stakeholders together.	
	Q3 (Oct-Dec '18)	Anne Rehill		Strategic Meeting held with Hampshire Health and Well-Being Board and the New Forest National Park.	N/A			
	Q4/year end (Jan-Mar '19)	Anne Rehill						
	<p><b>3. Develop new sustainable partnerships with the arts and culture sector leading to development and delivery of projects (Defra 8pp)</b></p>	Q1 (Apr-June '18)	Andrew Lee/Andy Beattie		Draft MOU established with the Arts Council which gives SDNPA enhanced status when bidding for project funding	N/A		Projects and partnerships being developed as part of PMP review
		Q2 (July-Sept '18)	Andrew Lee/Andy Beattie		See project reporting for specific projects			Projects and partnerships being developed as part of PMP review. A consultant has been engaged to take this work forward in the absence of a Strategy Lead for Cultural Heritage.
		Q3 (Oct-Dec '18)	Andrew Lee/Andy Beattie					
		Q4/year end (Jan-Mar '19)	Andrew Lee/Andy Beattie					
	<p><b>4. Implement Lewes North Street Quarter Community Heritage project</b></p>	Q1 (Apr-June '18)	Liz Gent		This is dependent on the development starting. A project manager has been appointed internally to oversee this project once it goes into delivery	N/A		
		Q2 (July-Sept '18)	Liz Gent		The development has yet to start so we haven't yet progressed to delivery.	N/A		
		Q3 (Oct-Dec '18)	Liz Gent		The development has yet to start so we haven't yet progressed to delivery.	N/A		
		Q4/year end (Jan-Mar '19)	Liz Gent					
<p><b>1. Increase the awareness of the South Downs National Park, particularly in the south east of England (Defra 8pp)</b></p>	Q1 (Apr-June '18)	Ruth James		Raised our profile with over <b>30,000 attendees</b> of Big Church Day Out  Ran a SDNP 'village' at Winchester cycle fest, attended by <b>5,000 people</b>  Following an update of the Communications Strategy and an Events Review, we have focused much of our events activity in this first quarter on reaching new audiences in the South East. This has included attending the Lord Mayors Show on Southsea Seafront, and spending two days at the Big Church Day Out at Wiston, the country's largest Christian music festival attracting over 30,000 visitors from all over the south-east including many from BME background. We also supported the Arun to Adur Farm Cluster Open Day, piloting the new 'meet the farmer' plaques with the public, sponsored a highly successful Family Bike Ride as part of the Winchester Cycle Fest, and took part in the 'community rail in the city day' at London Bridge station.  Work has also progressed on the National Park entry signage, with the focus in Q1 on safety, finalising the production quality etc.	N/A		Entry signs will be installed later between mid October-mid December	
	Q2 (July-Sept '18)	Ruth James		Attended <b>31 events</b> during this period. Over 1,000 people attending Wild Chalk event, and engagement with a further 500 during National Parks week. Raising our profile with <b>60,000 attendees of Boomtown</b> , with direct engagement with over <b>1,200 young people</b> . Speaking with over <b>600 at Southampton Mela</b>  This quarter saw us attend nearly half of our events programme. The focus was on new audiences in the urban fringe and on hard to reach groups: - NP Week saw us take the National Park into the urban fringe with four events - in Brighton, Crawley, Southsea and Worthing. One of these events was our new flagship chalk event in Brighton, which attracted over 1,000 people and a fantastic response. - We had stands at the Boomtown Festival with nearly 60,000 young people and direct engagement with 12000, and direct engagement with 600 people at Southampton Mela, an Asian festival in the heart of Southampton.  Work has also progressed on the National Park Entry Signage, with the focus on Q1 on safety, finalising the production quality etc.	N/A		Working with Community lead to build on Parish Workshops	
	Q3 (Oct-Dec '18)	Ruth James						
	Q4/year end (Jan-Mar '19)	Ruth James						



Position the National Park as a visitor destination	2. Development of mutually beneficial promotional opportunities, including use of the shared identity between National Park based tourism businesses and the SDNPA (Defra 8pp)	Q1 (Apr-June '18)	Ruth James/ Sandra Grant	Two information sessions held for 60 tourism providers	The roll out of the Discover England Tourism project was underway in Q1 with two information sessions held for 60 tourism providers, explaining how they could join the programme to develop their experiences for the international markets and be part of England's National Park Experience Collection.  Work took place to extend the 'Cyclists and Walkers Welcome' scheme around West Sussex, taking advantage of the Velo South cycle event happening in September 2018  A pilot took place for signing up tourism businesses to deliver a visitor giving programme	N/A		In Q2 Discover England work will move into one to one training sessions for signed up providers in and three general sessions open for all National Park tourism businesses. Q2 will also see the central programme team delivering the selling of the experiences to the overseas travel trade and online travel providers. In Q2/Q3 –  Q2/ Q3 the Visitor Giving programme will be extended to other tourism businesses
		Q2 (July-Sept '18)	Ruth James/ Sandra Grant	88 businesses promoting Cyclists & Walkers Welcome scheme.  Over 130 projects now using the shared identity	Discussions are underway to extend the cycle and walkers scheme to Horsham, Chichester and Eastbourne areas.  Visitor Giving scheme programme in development following the pilot and rolling out to tourism businesses in and around the national park. We are currently working with partners on 10 projects where shared identity will be included.	N/A		Discussions with HDC regarding funding opportunity to rollout Cyclists & Walkers Welcome.  In Q3, 2 x 'Growing your International Visitor Numbers' workshops open to all businesses will be delivered in Midhurst and Cowdray.  Visitor Giving discussions on-going with potential businesses supporters looking at Dec scheme start.
		Q3 (Oct-Dec '18)	Ruth James/ Katharine Beer	92 businesses promoting the Cyclists & Walkers Welcome scheme.  2 current Visitor Giving partners submitted first 6 months donations  5 partners confirmed and arrangements being put in place  3 potential partners in discussion	Two Visitor Giving partners have submitted the first 6 months donations to the Trust. Discussions continue with 3 potential partners, and 5 partners are confirmed with arrangements in discussion.	N/A		Discussions continue to extend the cyclists and walkers scheme to Horsham, Chichester and Eastbourne areas.  Launching the Visitor Giving (VG) scheme with the confirmed partners (subject to their internal arrangements in place) and meetings taking place with more prospective VG partners
		Q4/year end (Jan-Mar '19)	Ruth James/ Katharine Beer					
Core work	1. Establish a monitoring and maintenance programme for CROW Access Land furniture and signage. Repairing and replacing infrastructure on a prioritised basis for 2018-19	Q1 (Apr-June '18)	Allison Thorpe		A programme of work managed and monitored via CAMS is underway led by Area Ranger teams	N/A		Outputs will be reported on an annual basis
		Q2 (July-Sept '18)	Allison Thorpe		Will next be reported at year end			
		Q3 (Oct-Dec '18)	Allison Thorpe					
		Q4/year end (Jan-Mar '19)	Allison Thorpe					
	2. Diversify the range and types of activity supported by the South Downs Volunteer Ranger Service (Defra 8pp)	Q1 (Apr-June '18)	Amanda Elmes		Volunteer Development Strategy approved by COVE. A number of initiatives underway to diversify volunteer roles e.g. HeRe Heathland Histories, Community Work Parties and SAM monitoring volunteers	N/A		This will next be reported at year end
		Q2 (July-Sept '18)	Amanda Elmes		Will next be reported at year end			
		Q3 (Oct-Dec '18)	Amanda Elmes					
		Q4/year end (Jan-Mar '19)	Amanda Elmes					
	3. Facilitate our learning approach through the Our South Downs partnership and other targeted learning activities including:  a. John Muir Award in the South Downs National Park  b. Geocaching	Q1 (Apr-June '18)	Amanda Elmes		Successful Schools Conference held at Amberley Museum  a. John Muir Award training delivered to the OSD learning network at Pulborough Brooks  b. New geocaching passport created to simplify engagement and to allow a new bronze level award to be introduced	N/A		This will next be reported at year end
		Q2 (July-Sept '18)	Amanda Elmes		Will next be reported at year end			
		Q3 (Oct-Dec '18)	Amanda Elmes					
		Q4/year end (Jan-Mar '19)	Amanda Elmes					
		Q1 (Apr-June '18)	Sandra Grant	60 attendees came to hear more about the Programme and how to get involved. There have been 34 applications from accommodation providers and 19 lead experience providers	Business Information Sessions were held for tourism providers in Lewes and Midhurst	N/A		7 accommodation providers and 9 experience providers who were accepted onto the intensive training programme will have one to one training sessions with the business support consultant over the next three months to prepare for the National Park Experience Collection marketed by the central Discover England team to international travel trade

Lead or support projects and partnerships that deliver Objective 3 outcomes	1. Deliver Discover England's National Park programme to deliver increased SDNP exposure and new South Downs bookable tourism experiences tailored towards international markets	Q2 (July-Sept '18)	Sandra Grant	Six English National Park Experience Collections developed across the SDNP covering landscape, nature and produce	Phase 1 one-to-one 'Experience' training, photos and videos undertaken with 9 lead experiences and 6 accommodation providers	N/A		In Q3, 2 x 'Growing your International Visitor Numbers' workshops open to all businesses will be delivered. Online training modules will be developed. Central programme team will promote the Experiences at overseas travel trade expos during Q3 and Q4.	
		Q3 (Oct-Dec '18)	Katharine Beer	Six English National Park Collection Experiences and five accommodation providers finalised	2 x Growing your International Visitor Numbers workshops were held with providers in the SDNP. 2 x Travel Trade fairs attended and the Trade Buyers guide is being drafted for completion in Q4. An application is being drawn up to extend the programme through the DEF Amplification Fund. This will require committed match funding from each national park authority (£5,500 from each NPA).	N/A		Submit Amplification fund application to DEF to extend programme. A national launch will be held at PDNP on 31 Jan 19. SDNPA to organise a local launch with partners and providers in Q4. Risk of limited legacy for the programme if extension funding is unsuccessful, this could impact on the relationship with tourism providers.	
		Q4/year end (Jan-Mar '19)	Katharine Beer						
	2. Develop hubs and gateways to the National Park to provide visitor and accommodation information	Q1 (Apr-June '18)	Ruth James			The new visitor gateway at the Gilbert White Museum was launched in May and discussions are ongoing with a number of partners including Stanmer Park and Charleston	N/A		
		Q2 (July-Sept '18)	Ruth James	Winchester TIC 'gateway' with map and leaflets		<ul style="list-style-type: none"> <li>Lots of conversations with partners about 'gateways' large and small:</li> <li>Working with Highdown Gardens, Worthing on their stage 1 HLF which includes an SDNP Gateway. Interpretation Plan complete. Implementation 2019 dependent on stage 2 success</li> <li>Working with Petersfield Museum on SDNP Gateway following their successful HLF bid. Install due Summer/Autumn 2019 – Awaiting schedule from partner</li> <li>Met with Brighton and Hove CC regarding SDNP Gateway at Stanmer Park. Advising on visitor experience aspects of their forward plan. Planning application from BHCC intended for Dec 19</li> <li>Chasing HCC on incorporating SDNP Gateway at QECP. Still awaiting schedule from partner.</li> <li>Working with St. Hubert's Church Idsworth on minor SDNP Gateway. Install due March 2019</li> <li>Winchester CC regarding incorporating Shared ID/SDNP imagery into the customer services office as part of their refurb due January 2019</li> <li>Holden Farm Campsite, Cheriton on creating a SDNP Gateway display. Brief with designer - concepts due end of November – install likely December 2019</li> <li>East Hampshire DC on incorporating Shared ID/SDNP imagery/publications into the customer services office at Penns Place, Petersfield. Awaiting schedule from partner.</li> <li>Early discussions with Beacon Hub Gateway – subject to funding – delivery 2019/20</li> </ul>	N/A		
		Q3 (Oct-Dec '18)	Ruth James			<ul style="list-style-type: none"> <li>Early discussions regarding the Blue Bell, Cocking for a proposed SDNP Gateway/community hub. If approved install in Autumn 2019</li> <li>Early discussions with Fitzcanes as a micro gateway – meeting pending – install Summer 2019 subject to agreement</li> <li>Working with SDNPT on gateway maps at their Visitor Giving sites</li> <li>Early discussions with Cotswolds Outdoors on SDNP gateways in five stores across South East – install tbc</li> <li>Early discussions with Stansted Park regarding gateway info as part of their 'Through the Glasshouse' stage 2 HLF bid – install tbc</li> <li>Meetings scheduled with HCC – re QECP refurb – install Autumn 2019</li> </ul>	N/A		
		Q4/year end (Jan-Mar '19)	Ruth James						
	3. Website improvement to deliver business support for the visitor economy (Defra 8pp)	Q1 (Apr-June '18)	Ruth James	24 panel members tested the website		This quarter we have carried out some detailed website testing using the Citizens Panel to discover how easy it is to find information on the site, including for visitors	N/A		Plans are being developed to improve the Discovery Map as a key route for visitors to get information on how to enjoy the National Park
		Q2 (July-Sept '18)	Ruth James	Completion of web testing by 21 of 24 panel members		Briefs for website design and structure changes and development of Discovery Map based on learning from web testing, being developed.	N/A		
		Q3 (Oct-Dec '18)	Ruth James			Re-development work for website put on hold as Digital Officer is leaving and we need to recruit someone to replace him. Recruitment completed as of end Jan 2019 and new person will be in post 4 March when work will begin - so work moved to begin Q1 2019/20	N/A		
		Q4/year end (Jan-Mar '19)	Ruth James						

Objective 3. We will develop strategies, support or lead strategic overarching partnerships and projects which deliver our third objective to build sustainable communities which are engaged and shaping their environment and supporting sustainable businesses and tourism - towards a sustainable future	Core work	1. Ensure infrastructure which supports the development of the National Park is delivered in a timely fashion by:  a. Managing an effective CIL collection process  b. Using the Infrastructure Business Plan to prioritise and identify the location of infrastructure projects  c. Managing S106 obligations effectively	Q1 (Apr-June '18)	Kelly Porter (a&B) Mark Alden (c )	£31k made to Parishes in April 2018	CIL has been in operation since April 2017. SDNP is the only National Park that has CIL. The CIL team deal with approximately 100 separate points of contact with the public each week. In the 2017/18 financial year £198k was collected in CIL charges – in future financial years it is expected to be higher. Parishes receive a proportion of CIL from development in their area and the first payment of £31k was made to Parishes in April 2018	N/A	The proposed process for prioritising and allocating CIL funding to individual projects will be considered by Planning Committee on 13 September.  Once the process for prioritising and allocating CIL funding has been agreed by Planning Committee the actual infrastructure projects that are proposed to receive funding from 2017/18 CIL receipts will be presented to Planning Committee for approval in late 2018.
			Q2 (July-Sept '18)	Kelly Porter (a&B) Mark Alden (c )	a) & b): Over 400 projects have been assessed / reviewed to be included within the 2018 IBP. Furthermore, some projects have been recommended to receive money from this year's (2017 / 18) CIL receipts. On the CIL appeals (dealt with by the VOA and PINS) we are updating our guidance / advice to developers and Parishes to provide a more efficient and effective service.  c): We funded 14 projects totalling £39,865.06 with a further 10 applications currently being assessed potentially resulting in a further £109,179.15 of funds being released. We have also allocated £765,175.89 of funds towards projects that are currently being worked up with the help of SDNPA.	a) & b): Process for creating the IBP (and spending of CIL receipts) was approved by Planning Committee. Have dealt with a number of CIL appeals which is informing how we apply CIL to new developments (for example, whether a caravan is liable to pay CIL) and if we accept any 'offset' (people are able to discount existing floorspace from their CIL liability if any part of the building has been in lawful use).  c): The 14 funded projects included: replacement flooring to Sheet village hall; purchase of a Speed Indicator Device to aid traffic calming on the B3004 for Worldham Parish Council; refurbishment of the existing Newton Vallence Village Hall Play Area.	N/A	a) & b): The 2018 IBP (and spending of 2017 / 18 CIL receipts) will be considered by Planning Committee on 8th November. Further Parish payments will be made in Oct (in line with the CIL Regulations)  c):
			Q3 (Oct-Dec '18)	Kelly Porter (a&B) Mark Alden/Gill Welsman (c )	a&b): From the 2017 / 18 CIL receipts we are awarding the following: £70,275 to West Sussex County Council; £23,425 to East Sussex County Council; £20,230 towards Egrets Way – to provide a shared path / 'non-motorised user' route between Lewes and Newhaven (IBP Reference 83); £20,230 towards South Downs Way, Winchester route improvements (IBP reference 88); £10,000 towards Lewes Raingardens (IBP Reference 28); £6,000 towards Liss Triangle Community Centre (IBP Reference 204), and £6,000 towards Bevern Stream – Restoring Natural Flood Management (IBP Reference 196)  c) We funded 9 projects totalling £306,453.36 with a further 9 applications currently being assessed (with up to a further £67,400 of funds being released). A further 4 projects are under development.	a & b) The Infrastructure Business Plan (and the spending of CIL) was approved by Planning Committee in November.  c) The 9 funded projects include: the purchase of the Old Library, Midhurst as a new Community Facility and Town Council Offices; picnic tables and benches in Sheet; Northern Section - Egrets Way; speed survey on Forest Road, Liss; improvements to Bramble Road and Borough Hill public open spaces, Petersfield and a new path at Paddock Way, Petersfield.	N/A	We have now opened the 'call for projects' for next year's CIL money. Closing date for bids is 15th February 2019.
			Q4/year end (Jan-Mar '19)	Kelly Porter (a&B) Gill Welsman (c )				
			Q1 (Apr-June '18)	Chris Paterson	15 community-led plans supported by the SDNPA and/or submitted for examination	Neighbourhood Planning officers continue to work with a range of Neighbourhood Development Plan (NDP) groups. They: - have supported Bury, Patching, Plumpton and Ditchling Westmeston and Streat NDPs which have successfully passed referendum and have been formally 'made' by the NDP - provided formal responses to Fittleworth, Stedham with Iping and Lewes NDPs - Lewes NDP has been submitted for Examination; an Examiner has been appointed and officers are working with the qualifying body to respond to the Examiner's initial questions - are working with Hambledon Village Design Statement (VDS), Selborne VDS, West Meon VDS and Swanmore VDS who have prepared initial drafts of their plans - are working with Easebourne and Jevington Parishes on the early stages of Village Design Statement preparation - endorsed Newton Valence Parish Plan at P&R Committee May 2018	N/A	Prepare the new Village Design Statement toolkit, to enable a landscape-led approach to design



Development Plans (NDPs)	b. Ensure that the 5 year housing land supply of the SDNP is not prejudiced by a lack of progress by NDPs	c. Provide timely support, advice and guidance to communities pursuing a community led plan	d. Endorsement of Parish Plans, Village Design Statements and Local Landscape Character Assessments by the SDNPA	Q2 (July-Sept '18)	Chris Paterson	<b>53 Neighbourhood Development Plans (NDPs) across the SDNP in total: 27 NDPs</b> 'made' in the SDNPA - 14 of those NDPs were wholly 'made' within the SDNPA, with three currently at Examination and the remaining 10 are Pre Submission.	SDNPA response to the updated <b>Findon Neighbourhood Plan</b> was agreed at August Planning Committee. The report highlights the risk of Findon progressing the update to their made Neighbourhood Plan given the Housing allocations set out in the Submission version of the South Downs Local Plan. <b>Lewes NDP</b> Submission consultation commenced on 12 July 2018. <b>Petworth NDP</b> is made at July Planning Committee. <b>Steadham with Iping</b> NDP has been submitted to SDNPA. Officers continue to prepare the new Village Design Statement (VDS) toolkit and are working closely with <b>Easebourne</b> and <b>Jevington</b> parishes to prepare VDS using the new toolkit	N/A	Lewes NDP Examination is anticipated to finish in October 2018 Regulation 16 consultation for Steadham with Iping NDP will start in October 2018 Fittleworth and Rogate and Rake NDPs are expected to be submitted by November 2018
				Q3 (Oct-Dec '18)	Chris Paterson	<b>54 Neighbourhood Development Plans (NDPs) across the SDNP. Two NDPs</b> have been abandoned. One clustered NDP has de-clustered (Steyning, Ashurst, Bramber and Wiston) with Steyning and Bramber starting new NDPs) We have one new designated NDP in Lyminster & Crossbush. No further NDPs have been made. Arundel NDP are reviewing their 'made' NDP, SDNPA have provided comments at the Pre Submission Consultation stage.	SDNPA have provided a response to the Pre Submission Consultation on the updated <b>Arundel</b> NDP. This NDP proposes new housing allocations, which fall outside the National Park. SDNPA responded to the second pre submission consultation for <b>Seaford</b> NDP. The Examiners report for <b>Storrington</b> was published in November 2018, the Examiner added an additional site allocation to the NDP, which has resulted in further consultation by <b>Horsham</b> District Council before a Decision Statement will be agreed. <b>Lyminster and Crossbush</b> Neighbourhood Area was designated by the SDNPA in December 2018. Officers continue to prepare the new Village Design Statement (VDS) toolkit and are working closely with <b>Easebourne</b> and <b>Jevington</b> parishes to prepare VDS using the new toolkit	N/A	SDNPA are awaiting proposed modifications to the South Downs Local Plan. This will influence the progress of the updated Findon NDP, we anticipate the modifications being published in January / February 2019, discussions with the updated Findon NDP group will follow. Rogate and Rake and Fittleworth NDP have been further delayed whilst amendments to the Neighbourhood Planning regulations were made. The regulations were updated in December 2018, allowing both Rogate and Fittleworth to progress their NDPs to submission and Examination. We anticipate Fittleworth Submission NDP early 2019. Rogate and Rake NDP now requires a Strategic Environmental Assessment which will delay the submission of their NDP .
				Q4/year end (Jan-Mar '19)	Chris Paterson				
Make correct and high quality decisions on development management proposals	1. Deliver a robust and well performing development management service	Q1 (Apr-June '18)	Mike Hughes	<b>84% of planning applications</b> determined within statutory timescales <b>72% of applications validated</b> within 5 working days	Speed of decision making is good and all government targets are being met. Appeal performance is sound	N/A	Although overall satisfaction with the planning service rose slightly between the 2014 and 2017 Planning Customer Satisfaction Surveys, actions are being incorporated into the Development Management Improvement Plan to improve performance in response to the findings of this survey		
		Q2 (July-Sept '18)	Mike Hughes	<b>85% of planning applications</b> determined within statutory timescales. Appeal performance = <b>69% of appeals</b> dismissed in the first half of the year (Q1 and Q2) <b>78% of applications</b> validated within 5 days.	Speed of decision making is good and all government targets are being met. Appeal performance continues to be sound. Validation is much improved on the previous financial year and 78% of applications were validated within 5 days in the quarter and this is the best performance ever posted.	N/A			
		Q3 (Oct-Dec '18)	Mike Hughes	<b>86% of planning applications</b> determined within statutory timescales. Appeal performance = <b>69% of appeals dismissed</b> in the financial year to date (Q1,Q2 and Q3) <b>79% of applications</b> validated within 5 days.	Speed of decision making is good and all government targets are being met. Appeal performance continues to be sound. Validation is much improved on the previous financial year and 79% of applications were validated within 5 days in the quarter and this is the best performance ever posted.	N/A			
		Q4/year end (Jan-Mar '19)	Mike Hughes						
	2. Work with host authorities to improve the quality of their decision making and performance	Q1 (Apr-June '18)	Mike Hughes	Approximately <b>80% of all planning decisions</b> taken in the National Park in Q1, Q2 and Q3 were taken by the 5 host authorities	Although host authority performance is generally good there is some variation in host authority performance which is being addressed. A full comparative report on host authorities (and our own) performance will be provided to Policy and Resources Committee at the end of the financial year.	N/A			
		Q2 (July-Sept '18)	Mike Hughes			N/A			
		Q3 (Oct-Dec '18)	Mike Hughes			N/A			
		Q4/year end (Jan-Mar '19)	Mike Hughes						
1. Continue to work with the Trust to encourage a culture of philanthropy for the National	Q1 (Apr-June '18)	James Winkworth	The Trust has secured funds of <b>£100k</b> to date Initial income from Visitor Giving = between £3k / £5K per hotel Mend Our Way appeal continues to perform well with 65% of total income secured	Legacy giving is being promoted through South Downs View and our newsletter and the Trust has already received a Legacy Gift. This is very encouraging given they are still in their first year of operation. There are a number of partners signed up to the Visitor Giving Scheme. The initial income has been encouraging and has resulted in additional resource being allocated to the scheme.		Continued partnership with the Trust to help them achieve their objectives and fundraising goals			

Increase the income available for projects delivering the Partnership Management Plan	Park, promoting legacy giving, donations and visitor payback	Q2 (July-Sept '18)	James Winkworth		Agreed not to include treporting on the Trust in future reports - reporting will be via the Trust direct to a National Park Authority Meeting				
		Q3 (Oct-Dec '18)	James Winkworth						
		Q4/year end (Jan-Mar '19)	James Winkworth						
	2. Pursue commercial partnerships that help us deliver our Purposes and Duty		Q1 (Apr-June '18)	James Winkworth	£30k	Secured through the continued Gatwick Partnership and Southern Waters Sponsorship of the Chalk Grassland Event			Secure Sponsorship for Dark Nights Skies, Take the lead and National Parks Week. Continue to build partnerships with those organisations in and around the park, identifying opportunities for revenue generating partnerships
			Q2 (July-Sept '18)	James Winkworth		Agreed not to include treporting on the Trust in future reports - reporting will be via the Trust direct to a National Park Authority Meeting			
			Q3 (Oct-Dec '18)	James Winkworth					
			Q4/year end (Jan-Mar '19)	James Winkworth					
	Drive efficiencies in new contracts	1. Complete retendering of the GIS contract	Q1 (Apr-June '18)	Adam Brown		GIS contract retender completed. New contract let to existing providers, following a competitive process.	N/A		Closed as retender complete
			Q2 (July-Sept '18)	Adam Brown		N/A			
			Q3 (Oct-Dec '18)	Adam Brown					
Q4/year end (Jan-Mar '19)			Adam Brown						
Objective 4. We will develop strategies, support or lead strategic overarching partnerships and projects which deliver our fourth objective to be a confident and secure organisation exercising effective influence delivering shared outcomes through excellent customer service, providing value for money and generating income to support our work	Lead the review of the Partnership Management Plan and develop an approach to keeping the PMP delivery framework relevant and refreshed	1. Engage partners, key stakeholders and staff in delivering a revised PMP delivery plan for launch in April 2019	Q1 (Apr-June '18)	Anne Rehill		The PMP Task and Finish group has been reviewing work on Strategic reviews, the evidence base and drivers for change. It has also helped guide the development of the workshop scheduled for 25 September including staff, SDNPA Members and partners to review the work on the review of the PMP so far and to help prioritise areas for delivery over the next 5 years. The workshop will be managed by independent facilitators	N/A		Following the workshop, there will be further engagement with partners and stakeholders until December to test the prioritisation and firm up partner contributions to the revised joint action plan
			Q2 (July-Sept '18)	Anne Rehill	26 partners attended the workshop on 25 September	The workshop helped to identify priority programme areas measured against criteria of impact and deliverability. The communications plan for the review is being implemented. Information about the review has been posted on the website	N/A		Staff will consult with stakeholders and networks over the next 3 months to get commitments from them for projects they will be able to contribute to the prioritised areas.
			Q3 (Oct-Dec '18)	Anne Rehill	Over 130 projects have been submitted by partners A further 113 potential projects that may come forward have also been discussed Approximately 80 stakeholder meetings with over 250 participants have taken place	Stakeholder meetings are still taking place and will do so until the end of February 2019. The Member Task and finish group has reviewed the priority programmes and suggested rationalisation.	N/A		The Member task and finish group will be presenting a preliminary draft pf the priority programmes and suggestions for the proposed format of the draft joint action plan to Members on 28 February 2019. A further partner workshop is due on 21 March 2019.
			Q4/year end (Jan-Mar '19)	Anne Rehill					
		2. Work with partners to demonstrate how they have delivered their responsibilities and commitments to delivering the PMP	Q1 (Apr-June '18)	Anne Rehill		There is evidence of water companies explicitly referencing the SDNP PMP.	N/A		
			Q2 (July-Sept '18)	Anne Rehill	Three partners gave specific examples of how their work has contributed to the PMP at the workshop in September. An analysis of the previous delivery framework has shown that 96% of the commitments made for delivering the PMP outcomes were delivered from 2012 to 2018	<a href="#">There are a number of case studies available on the website.</a>	N/A		Further commitments will emerge as part of the review of the PMP
			Q3 (Oct-Dec '18)	Anne Rehill	96% of the 112 projects listed in the Partnership Management Plan Delivery Framework have been delivered.	An exercise has been undertaken to see how any activities from the PMP have been delivered and was reported to the Member Task and Finish Group on the PMP in September.	N/A		We will be agreeing with partners how they will report against delivery of projects for the PMP as part of the approval process. This will be in place by July 2019.
			Q4/year end (Jan-Mar '19)	Anne Rehill					
		3. Complete thematic evidence reviews and development of	Q1 (Apr-June '18)	Anne Rehill		Evidence reviews competed and reviewed by the Partnership Management Plan Task and Finish Group	N/A		Information will be published as part of the engagement around the PMP review during October and December
			Q2 (July-Sept '18)	Anne Rehill		Information is now available on the website and will be used in the development of the Corporate plan	N/A		

	strategic priorities for the PWR and the next corporate plan (Defra 8pp)	Q3 (Oct-Dec '18)	Anne Rehill		Strategy reviews complete apart from full completion of Health and Well-Being and Cultural Heritage strategies, which will be completed once staff resources are in place.	N/A		Recruitment underway for Cultural Heritage Lead.
		Q4/year end (Jan-Mar '19)	Anne Rehill					
Key accommodation outside the South Downs Centre under review in order to meet changing business needs in the longer term	1. Implement outcomes from the accommodation review for area offices	Q1 (Apr-June '18)	Alan Brough		Western area team due to relocate to Wallops Wood in Droxford during August.	N/A		Refurbishment of new accommodation for the Eastern Area Team is on schedule and the team will move in September. Central Team move within the Weald and Downland Museum is on track for autumn this year. Design work is progressing on Heath Barn Farm for the Wealden Heaths Team
		Q2 (July-Sept '18)	Alan Brough	Two office moves completed	Western area team successfully relocated to Wallops Wood in Droxford during August. Eastern Area Team moved into the new offices at Stanmer in September.	N/A		Central Area Team scheduled to relocate within the Weald and Downland Museum to the Longport building in Q3
		Q3 (Oct-Dec '18)	Alan Brough	One office move completed	Central Area Team moved to Longport House in the Weald and Downland Museum	N/A		We are currently evaluating tenders for the architect and finalising terms with the National Trust for Heath Barn Farm which the Wealden Heaths Team will move to. Architect contract to be awarded in February. Design work to be completed during 2019.
		Q4/year end (Jan-Mar '19)	Alan Brough					
Foster a culture where our people are empowered and supported to deliver their potential	1. Implement key recommendations from the culture group	Q1 (Apr-June '18)	Debbie Hartman		Workshops with staff resulted in the identification of 3 key values: Collaboration; Respect; Innovation	N/A		Culture Group are now continuing work to ensure these values are demonstrated within organisational behaviours
		Q2 (July-Sept '18)	Debbie Hartman		Key values communicated to staff using posters, lanyards, Workstreams set up to progress implementation	N/A		
		Q3 (Oct-Dec '18)	Debbie Hartman		Work continues to develop the role of the group and embed the values agreed. The Culture Group Action plan is being fed into the Staff Survey Action Plan so that workstreams can be developed across all groups to avoid duplication of work and achieve delivery of identified outcomes.	N/A		The Culture Group is working with the Chair of the Performance Learning and Improvement Group to ensure any areas of corporate learning are taken forward
		Q4/year end (Jan-Mar '19)	Debbie Hartman					
	2. Carry out a staff survey and define measures and targets	Q1 (Apr-June '18)	Vicky Paterson		Staff survey commissioned and due to be carried out in September 2018	N/A		
		Q2 (July-Sept '18)	Vicky Paterson	92% response rate	Staff survey launched at all staff meeting on 20 September and sent to all staff on 21 September with a closing date of 19 October 18	N/A		
		Q3 (Oct-Dec '18)	Vicky Paterson		Results of staff survey fed back to staff at an all staff meeting on 11 December 2018. Working group established to formulate an action plan in January, which includes members of the Culture, Health & Wellbeing, PLIG and Employee rep group.	N/A		
		Q4/year end (Jan-Mar '19)	Vicky Paterson					